

**June 4, 2013**

**PCard-07-2013: Additional Training Certificates to be mandatory on all Purchase Cardholder Applications: START DATE: July 1, 2013**

**This information is being sent on behalf of Felando (Phil) Johnson, Program Manager, Charge Card Service Center Program Office.**

APCs,

In efforts to comply with the current Departmental Regulation (DR) and CCSC Program Guides, the CCSC will now require copies of certificates for all required training to be included in any new cardholder application.

Up until this point, the CCSC only required the Access Online WBT Training certificates. **Beginning July 1, 2013**, the CCSC will require the following additional four certificates to be included in any purchase cardholder application:

1. [USDA Government Purchase Card Ethics Training](#)
2. [New Green Purchasing Training for Cardholders](#)
3. [Section 508 Compliance](#)
4. [AbilityOne Program Training](#)

These certificates are in addition to the certificate the CCSC already requires [U.S. Bank Access® Online Web - Based Training](#).

The links for each training item will take you to the appropriate training portal. Any purchase cardholder application, submitted on or after July 1, 2013, that does not include all five training certificates will be returned for the proper documentation.

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Although the CCSC did not previously require copies of these training certificates with applications, APCs should have been collecting them with their cardholders files. The CCSC would like to thank the many APCs that are already in the practice of sending all five certificates to the CCSC already.

Please see **DR 5013-6: Use of the Purchase Card and Related Alternative Payment Methods (November 2012)** for further information on the program and training policy as cited in the following sections:

- DR 5013-6, Section 7a, Definitions, AbilityOne Program (formerly Javits-Wagner-O'Day Act Program)
- DR 5013-6, Section 18, Training Requirements.

We appreciate your cooperation in our effort to keep the charge card program efficient and compliant. If you have any further questions on this process, please contact the CCSC Inbox.

Thank you,  
CCSC